



MEAP

Coordinator Update

Office of Educational Assessment and Accountability – Michigan Educational Assessment Program – Vol. 2, No. 2 – September 20, 2004

Join Us at the OEAA Fall Conferences

There is still time to make plans to attend the Office of Educational Assessment & Accountability Fall Conferences (formerly known as the MEAP Fall Conferences). Date and locations include:

- Tuesday, September 21 – Marquette – Northern Michigan University
- Wednesday, September 22 – Grayling – Holiday Inn
- Monday, October 4 – Lansing – Lansing Center
- Wednesday, October 13 – Grand Rapids – Crowne Plaza
- Monday, October 18 – Sterling Heights – Best Western Sterling Inn

Topics include:

- Content Area Updates
- Getting Ready for Fall Testing 2005
- MI-Access Updates
- EdYES! and AYP Updates
- Understanding MEAP Writing Scores Workshop
- Grade Level Content Expectations: Assessment and Instructional Implications
- Is It Ethical?
- And More!

Registration is now available at www.gomiem.org. Be sure to “click” the conference title “Office of Educational Assessment & Accountability Fall Conference 2004” for the conference agenda and session descriptions. Links to the registration site are also available at the MEAP and OEAA web sites.

School Code Master Is Your Key to Accurate Data

The School Code Master is Michigan’s database of school directory information maintained by the Center for Educational Performance and Information (CEPI). The School Code Master is used to maintain contact information and to link required data sets for submission to the state and federal government. The School Code Master data is critical to fulfilling the requirements of *No Child Left Behind* and *Education YES!*

The MEAP contractor uses information from the School Code Master database to ship assessment materials and reports. Each district has a person authorized by the superintendent to access the district records in the School Code Master and keep them up-to-date.

In order to avoid any delays or complications in receiving your MEAP assessment materials, please make sure your authorized user regularly verifies and updates your district's data in the School Code Master. It is especially critical that you update your district's records if your district has undergone any re-configuration of grade levels, opening, closing or change of use of buildings.

To ascertain the name of your district's authorized user and for other questions regarding updates to the School Code Master, contact the DIT Client Services Center at 517-335-0505 or Help-Desk@michigan.gov. When contacting the Client Services Center, please provide your district code, telephone number and email address.

Fall MEAP High School Test Administrator Manual Now Online

The MEAP High School Test Administrator Manual for Fall 2004 has been posted to the MEAP web page at www.michigan.gov/meap. District and building MEAP assessment administrators may want to review or print the manual in order to become familiar with appropriate testing procedures and practices. Districts will receive printed copies of the manual with their high school fall testing materials.

Some changes to note in this fall's manual include a modification to the "Important Dates" information on the inside cover of the manual. Starting this fall, all testing materials are to be returned in one shipment to MEAP Scoring Services.

As always, the MEAP Office is working to improve services to schools. To that end, a new "School/Grade Header Sheet" has been developed as a helpful tool for both the schools and the scoring contractor in accounting for all answer folders returned for scoring. Directions on how to use the "School/Grade Header Sheet, a sample of the sheet, and visual instructions on how to package return shipments of answer folders are included on pages 44-46 of the fall manual.

MEAP Contact Information

OEAA web site: www.michigan.gov/oeaa

MEAP email address: meap@michigan.gov

MEAP web site: www.michigan.gov/meap

MEAP secure database: www.michigan.gov/meap-secure

MEAP Office local phone number: 517-373-8393

MEAP Office toll-free phone number: 877-560-8378

MEAP Office fax number: 517-335-1186